

Project Ref No	
Project Title	
Applicant	

Rural Tourism Infrastructure Fund

Round 2

Stage 2 Application Form



SECTION 1: APPLICANT DETAILS

Name of applicant organisation

Details of main contact person for this application

Title First name Surname

Position in Organisation

Organisation address

Post Code:

Telephone Mobile

Email address

SECTION 2: PROJECT DETAILS

Please sum up your project in one sentence:

Project location:

You should tell us where the project will take place. If in more than one location, please tell us about them all. If possible, you should supply postcode information and/or a map.

Project dates:

You should say when you expect your project work on the ground to start and finish including any project retention period. Applicants must ensure no activity commences prior to the Grant agreement being signed

Start date: **Finish date:**

Project Outline - Please give a brief overview of your project and what benefits you expect on completion.

SECTION 3: PRIORITIES OF THE FUND

You should describe below how your project will meet our priorities. You should read our Funding Guidelines for more information before you answer these questions

3.1 NEED.

What evidence do you have that the area is experiencing a visitor pressure point?

How will the solutions proposed address the visitor pressure point?

What consultation have you undertaken with communities, businesses and visitors and what arrangements are in place to evaluate how your project addressed the issues?

3.2 QUALITY.

Please explain how the proposed activity will enhance the quality of the visitor experience,

How will the project enhance the local natural and cultural environment with particular reference to the use of materials and the design of your project? Please supply copies of plans and designs with your application.

How does your project demonstrate a strategic and sustainable approach to planning particularly with regard to accessibility and maintenance arrangements

3.3 BEST VALUE AND DELIVERABILITY

Please outline your project delivery plan which address project management, procurement and financial management processes and provide details of the key milestones/dates.

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Permissions

	YES	NO	NA	DATE EXPECTED
Is this a multi-phase project? Is yes please provide further details and date for the completion of future phases				
Does the project have planning permission?				
Does the project have landowner consent?				
Does the project have all access agreements in place?				
Does the project require other permissions? Please specify?				

Project Outputs

Please provide details of you project outputs (e.g. this could include, number of additional car parking spaces delivered, number of new waste disposal points, length (m) of path provided etc.

Outputs	Number/Length
Any additional information: Please provide details of any other benefits which will be generated because of your project e.g. local community satisfaction, positive PR, additional spends in local economy and or industry feedback	

SECTION 4 - FINANCIAL INFORMATION

Please refer to the funding section of the guidelines and FAQ for more detail.

FUNDING

Which organisations are contributing towards the project funding? Please include here the source and value of any In-Kind support and provide confirmation of the match funding agreed or the date this is expected. Please ensure that you round costs to the nearest £

NAME OF ORGANISATION	PRIVATE FUNDING £	PUBLIC SECTOR FUNDING £	IN KIND FUNDING £	TOTAL FUNDING AMOUNT £	CONFIRMED Y/N	CONFIRM DATE EXPECT
						10/02/18
Rural Tourism Infrastructure Fund Request %						
Rural Tourism Infrastructure Fund £						
TOTAL FUNDING						

EXPENDITURE

List all areas of projected expenditure (N.B. some revenue costs such as design and project management can be capitalised and included in the table below).

PROJECT EXPENSES Please add your project costs against each heading i.e. (Please use as appropriate) and round to the nearest £	PROJECT COSTS £	IN KIND COSTS £	TOTAL AMOUNT £
Project Management Costs			
Land Value			
Planning Fees			
Design Costs			
Preliminaries			
Construction			
Signposting			
Interpretation panels			
Landscaping			
Contingencies %			
Other (Please Specify)			
Irrecoverable VAT			
TOTAL EXPENDITURE	£	£	£

IRRECOVERABLE VAT

As the Rural Tourism Infrastructure Fund grant is not subject to VAT;

Have you made allowance for irrecoverable VAT within your overall budget planning?

Yes

No

IN-KIND SUPPORT - Please detail any In Kind support you have secured in relation to the project. This could include the value of land provided for the project or resources from other parties, such as community groups Or private sector. Where possible a value £ should be placed on these. Guidance on this can be found in the FAQ document however and you should discuss this with the **Rural Tourism Infrastructure Fund Manager** before submission.

SECTION 7 - DISCLOSURE OF INFORMATION

The information provided in this application form will be used in connection with the processing of the project application and publicising, administering, evaluating and monitoring the Rural Tourism Infrastructure Fund. VisitScotland reserve the right to disclose to any third party, and through any medium, at any time, full details of any financial support, which may be offered through the Rural Tourism Infrastructure Fund to the group/organisation in connection with the project activity.

SECTION 8 – SUPPORTING DOCUMENTATION

Before submitting your application, please complete this checklist and ensure all necessary documents are enclosed. Failure to submit the required information will impact on the success of your application. Please ensure that you highlight any relevant sections of reports etc before submission and clearly label all attachments avoiding characters such as (-*) etc .

Please ensure that you have enclosed/attached:	Check √
A fully completed and signed application form	
Evidence of project need – e.g. survey results or a report	
Maps, Plans, Drawings and Designs	
Evidence of required permissions	
Evidence of costs e.g. tenders, quotes, in kind costs and project costs that have been capitalised	
Confirmation of match funding	
Community involvement/endorsements/support	

If we require additional information to assess your application, we will contact you.

DECLARATION

I confirm that the information contained in this application and the supporting information provides an accurate outline of the proposed project

I have read and agreed to the Criteria & Conditions of the Rural Tourism Infrastructure Fund

Signed	
Name	
Applicant Organisation	
Position within organisation`	
Date	

IMPORTANT APPLICATION INFORMATION

Before you complete this form please ensure you:

- Read the Rural Tourism Infrastructure Fund **Criteria, Conditions and Guidelines** document in full
- Speak to a member of the Rural Tourism Infrastructure Fund team, well in advance of the deadline to discuss your application
- Complete this application in full; failure to provide all the information required will impact on the success of your application
- Fully consider and explain how you will monitor and evaluate your proposed activity
- Use only costs and funding requests rounded to the nearest £
- Use the Project reference number on the front page which can be found on your EOI feedback form

When completing this form, the key elements to note are, that your project should demonstrate:

- **A Visitor Pressure Point** – As a result of an increase in visitors, there is a visitor and or community pressure point which needs to be addressed. Please provide evidence of the increase in visitor numbers and/or evidence of the impact of visitors on the local area.
- **An enhanced visitor experience** – through the provision of improved visitor facilities and infrastructure, particularly in areas that have experienced pressure from increased visitor numbers, leading to a positive impact on the local landscape and visitor economy. Please demonstrate how your project complies with and exceeds the requirements of the Equality Act.
- **A sustainable approach** – applicants are expected to take a strategic and long-term approach in their planning, use of materials, impact on the environment and legacy implications of the asset created after project completion. Please ensure that you have provided plans and designs for your project.
- **Community capacity building** – creating more resilient communities more able to cope with peak tourism demands and the creation of new local business opportunities.
- **Effective partnerships and collaboration** – engagement with local community groups, destination organisations and tourism businesses, demonstrating how partnership working can increase awareness, advocacy and the quality of the final project
- **Project viability and deliverability** – applicants must provide evidence of:
 - A clear strategic rationale and proposition for the proposed activity
 - Proven experience of project management and financial administration
 - A clear timetable for procurement, site start date and expected time of completion
 - A clear delivery plan demonstrating value for money and measurable outputs
 - Detailed costs and a budget forecast for the period of the project.

Please send your completed application by **31st January 2019** to:

**Rural Tourism Infrastructure Fund
Industry and Destination Development Directorate**

Ocean Point One

94 Ocean Drive

Edinburgh, EH6 6JH or

Email: RTIF@visitscotland.com